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1991/04/12

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P COORDINATOR: Ken Brill, Room 7240. 647-1598
EAP COORDINATOR: Kent Wiedemann, Room 4318, 647-6300
DEPUTY COORDINATOR: Mark Mohr, Room 4318, 647-6300
S/S-S ACTION OFFICER: Tom Torrance, Room 7241, 747-9936

This memorandum assigns responsibilities for briefing materials in support of Under Secretary Kimmitt's bilateral consultations with Chinese and Japanese officials May 5-7, 1991.

I. BRIEFING MATERIALS

A. Scope Paper: EAP should draft a three-page (maximum) scope explaining the setting, objectives, and strategy for Mr. Kimmitt's trip to China and Japan.

B. Briefing Memos: EAP should produce briefing memos (in the standard format) for scheduled bilateral meetings which Mr. Kimmitt will hold in Beijing and Tokyo.

C. Discussion Papers: The following discussion papers need to be prepared by EAP. They should adhere strictly to the format shown in Tab A and should not exceed 2-3 pages in length. All papers must be cleared by P, and otherwise as indicated. Fully cleared papers should be delivered to the EAP Deputy Coordinator no later than NOON, Friday, April 19.

<u>TOPIC</u>	<u>DRAFT</u>	<u>CLEAR</u>
1. Korean Peninsula Issues	EAP	INR
2. Human Rights Issues in China	EAP	HA
3. China and Non-Proliferation Issues	EAP	S/P, PM, INR, S/NP

D. Background Papers: To supplement the discussion and background papers prepared for Mr. Kimmitt's participation in the G-7 Political Director's meeting in Hong Kong, the following one-page background papers should be prepared for his use in China and Japan. Please adhere to the format shown in Tab B. They should be on Department of State briefing paper letterhead. All papers should be cleared by P and EAP, and otherwise as appropriate, in addition to clearances listed below. Fully cleared papers should be delivered to the EAP Deputy Coordinator by NOON, Friday, April 19.

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TOPIC	DRAFT	CLEAR
1. China and the New World Order	S/P	FAP
2. How China can support the U.S. in the UNSC	IO	
3. European Architecture	EUR	
4. Sino-Soviet Relations	EAP	EUR, S/P
5. Checklist of Bilateral Issues (U.S.-China)	EAP	
6. China and Taiwan	EAP	
7. Sino-Japanese Relations	EAP	
8. Taiwan-U.S. Relations	EAP	

E. Biographies: EAP should submit to S/S-S a list of biographies required by COB Wednesday, April 17.

II. SCHEDULE OF PREPARATION

April 19, 1991

Drafters provide fully cleared papers to the EAP Deputy Coordinator.

April 24, 1991

S/S-S distributes briefing books.

III. IMPORTANT NOTES

A. Format. Please follow the samples in the attachments for format.

B. Procedures. S/S-S requires the original and two copies of all papers. They should be delivered directly to the S/S-S Action Officer. Papers should not be logged in with S/S-IRM.

C. Using the Link. Bureau staff aides should ensure that all materials are transferred to their bureau's WANG link library.

R. A. LA MANTIA
J. Stapleton Roy
Executive Secretary

Attachments:

Tab 1: Sample Discussion Paper
Tab 2: Sample Background Paper

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